IC Header for less than 2-year institutions

Part A - Educational Offerings

1. Which of the following types of instruction/programs are offered by your institution? [Check one or more]	

If your institution does not offer occupational or academic programs, you are not expected to complete this or any other IPEDS survey.

☐	<u>Occupational</u>, may lead to a certificate, degree, or other formal award
☐	<u>Academic</u>, leading to a certificate, degree, or diploma
☐	Recreational or <u>avocational (leisure) programs</u>
☐	<u>Adult basic</u> or remedial instruction or high school equivalency
☐	Secondary (high school)

Part A - System Office

2. <u>System</u>, <u>Governing Board</u> or Corporate Structure

Is the institution part of a multi-institution or multi-campus organization that owns, governs, or controls the institution? **Do NOT indicate a religious affiliation here. That information is collected separately and differs from system name.**

If you need assistance, contact the Help Desk at 1-877-225-2568. You will not be able to lock your submission if this question is blank.

○	No, this institution **IS NOT** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.
○	Yes, this institution **IS** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.
	If yes, specify the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution. **Please make sure to spell the name out in the same way as other institutions in your organization.**
	[ ]

Part B - Organization - Control and Levels

1. What is your institutional control or affiliation?

Be sure to select the correct control for your institution. Errors on this question have an impact throughout the IPEDS surveys, in federal reporting, in net price groupings, and on your institutions appearance to students. If you reported incorrectly in a previous year, please contact the Help Desk at 877.225.2568 to correct the error.

○ Public - Select primary and or secondary controls below

Primary control	Secondary control (if applicable)
	Select One ▾
Select One ▾	

○ Private for-profit

○ Private not-for-profit independent (no religious affiliation)

○ Private not-for-profit religious affiliation - Select affiliation below

Select One ▾

2. What award levels are offered by your institution? [Check all that apply]

When reporting award levels for sub baccalaureate certificates (levels 1, 2, and 4), **determine program length by the number of credit or contact hours**, NOT the academic year length in parentheses. The academic year length is meant only to provide context.

The 'Other' award level should not be used unless your program truly does not fit any of the other award levels. We expect very few institutions to fit the 'Other' category.

Award Level		
1	☐	**Postsecondary award, certificate, or diploma of** (less than one academic year) **- less than 900 contact or clock hours,** or **- less than 30 semester or trimester credit hours,** or **- less than 45 quarter credit hours**
2	☐	**Postsecondary award, certificate, or diploma of** (at least one but less than two academic years) **- at least 900 but less than 1800 contact or clock hours,** or **- at least 30 but less than 60 semester or trimester credit hours,** or **- at least 45 but less than 90 quarter credit hours**
3	☐	**Associate's degree**
4	☐	**Postsecondary award, certificate, or diploma of** (at least two but less than four academic years) **- 1800 or more contact or clock hours,** or **- 60 or more semester or trimester credit hours,** or **- 90 or more quarter credit hours**
12	☐	**Other** (specify in box below)

You may use the space below to provide context for the data you've reported above.

Part B - Organization - Calendar System

Your response to the next question determines how your institution reports Institutional Characteristics student charges data in the fall, Student Financial Aid data in the spring, and Graduation Rates data in the spring. It also impacts the net price calculation in the Student Financial Aid survey.

If the calendar system differs from prior year or requires a change, please contact the Help Desk at 877.225.2568.

3. What is the predominant calendar system at the institution? [Choose one]

Program Reporting Method (Other calendar system)

Selecting one of the following calendar types determines that your institution will provide Graduation Rates data based on a FULL YEAR COHORT, Student Financial Aid data on the 3 month cohort from Fall Enrollment, and student charges data by PROGRAM.

○ Differs by program

○ Continuous basis (every 2 weeks, monthly, or other period)

Academic Year Reporting Method (Standard academic terms)

Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FALL COHORT and student charges data for a full ACADEMIC YEAR.

○ Semester

○ Quarter

○ Trimester

○ 4-1-4 or similar plan

Part B - Organization - Student Enrollment

4. Does your institution enroll any of the following types of students?

Include all levels offered by your institution, *even if there are no students currently enrolled at that level.*
Responses to this question determine which screens will be generated for reporting academic year tuition charges, and for reporting Fall Enrollment during the spring collection. Additionally, checking **Yes** *for full-time, first-time, degree/certificate-seeking undergraduate students determines that your institution must report cost of attendance data (on the IC component) and Student Financial Aid data for these students.*

	Full-time		Part-time	
	No	Yes	No	Yes
Students in academic or occupational programs	○	○	○	○
First-time students	○	○	○	○

6. For academic year 2009-10, did your institution enroll any <u>full-time, first-time</u> students?

If you answer **Yes** *to this question, you will be required to provide Graduation Rates data for the 2009-10 cohort in the spring collection. If you answer* **No** *to this question, indicate the reason you are not required to report Graduation Rates for the cohort year requested. If you reported any full-time, first-time degree/certificate-seeking students on the 2009-10 Fall Enrollment survey, the data will be preloaded below.*

	No ○	
		☐ This institution did not enroll full-time, first-time degree/certificate-seeking students.
		☐ This institution was not in operation in 2009-10.
	Yes ○	

Full-time, first-time degree/certificate-seeking students from 2009-10 Fall Enrollment survey (GR <u>Cohort</u>)

Part C - Levels of Enrollment Offered

Was your institution in operation during the academic year 2011-12?

*If you answer **Yes** to this question, you will be required to specify the levels of enrollment offered at your institution during 2011-12 and to report 12 month enrollment during the fall collection.*

○ No

○ Yes. Please specify the levels of enrollment offered during 2011-12.

☐ Undergraduate

☐ Graduate (not including doctor's professional)

Prepared by

This survey component was prepared by:

	Keyholder		(SFA,HR,F) Contact		Other
	○		○		○

Name: [   ]

Email: [   ]

How long did it take to prepare this survey component?   [   ] hours   [   ] minutes

IC Header

Purpose of Institutional Characteristics Header Survey
Changes in Reporting
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Context Boxes
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Part B - Organization
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Purpose of Survey

The primary purpose of the IPEDS Institutional Characteristics Header (IC-H) survey is to collect basic institutional data including control or affiliation, calendar system, and award levels. These data key to accurate reporting as they are used to determine the reporting for other IPEDS surveys. Any errors in the IC-H survey can lead to further errors in the data reporting process, so please be very careful in reporting these data correctly, and contact the IPEDS Help Desk (877.225.2568) if you have any questions.

Changes in reporting

The following changes were implemented for the 2012-13 data collection period.
- The question for doctor's degree granting institutions has been revised for clarity. This question determines applicability of graduate tuition screens in the Institutional Characteristics component, so please respond accurately.
- The calendar system question setup has been changed for clarity.

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General instructions

Reporting period covered

Institutional Characteristics Header (IC-H) covers data for the current year with two exceptions.
- Cohort data in B6 refer to a past cohort and are used to set the Graduation Rates component (GR).
- For new institutions, the question about prior year operation refers to the prior academic year (2011-12) and is used to determine the applicability of the 12-Month Enrollment survey.

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Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the College Navigator Website, which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the College Navigator Website, however, institutions should check grammar and spelling of their entries.

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Coverage

Carefully read each question in the Institutional Characteristics Header survey to ensure you are reporting data for the appropriate students. The student groups for which data are collected vary throughout the IC-H survey (e.g., undergraduate and graduate). In general, for each group, ensure that the guidelines below are met.

A. Who to include
- Students enrolled in courses **creditable** toward a diploma, certificate, degree, or other formal award, **including** those enrolled in off-campus centers
- High school students taking regular college courses for credit
- Full-time students taking remedial courses **IF** the student is considered degree-seeking for the purpose of student financial aid determination
- Students from overseas enrolled in U.S. courses for credit (e.g., online students)
- Graduate students enrolled for thesis credits, even when zero credits are awarded, as these students are still enrolled and seeking their degree

B. Who NOT to include
- Students enrolled exclusively in courses **not creditable** toward a formal award
- Students enrolled exclusively in courses **not creditable** toward a formal award
- Students enrolled exclusively in Continuing Education Units (CEUs)
- Students exclusively auditing classes
- Residents or interns in Doctor's - professional practice (previously first-professional), since they have already received their Doctor's degree
- Any student studying abroad (e.g., at a foreign university) if their enrollment at the 'home' institution is **only** an administrative record and the fee is nominal
- Students in any branch campus located in a foreign country

Where to Get Help

IPEDS Data Collection Help Desk
Phone: 1-877-225-2568
Email: ipedshelp@rti.org

AIR Website
You can also consult the AIR website that contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools and other valuable resources.

IPEDS Resources Page
In addition, the IPEDS Resources Page contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, information on the new race/ethnicity categories and other relevant information.

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Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.
At the institution-level, data will appear in the:
- College Navigator Website (including the College Affordability and Transparency Center)
- IPEDS Data Center
- IPEDS Data Feedback Reports

At the aggregate-level, data will appear in:
- IPEDS First Looks
- IPEDS Table Library
- IPEDS Data Feedback Reports
- The Digest of Education Statistics
- The Condition of Education

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Reporting Directions

Part A - Educational offerings

Responses on this screen verify inclusion of the institution on the NCES/IPEDS list of institutions and agencies that provide all types of postsecondary education. Postsecondary education is defined as the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is occupational, academic, or continuing professional education but excludes avocational and adult basic education programs.

If you select only avocational and/or adult basic education programs, you will be contacted by IPEDS to confirm your exemption from IPEDS reporting.

Part A - Multi-institution or multi-campus organization (System, Governing Board, or Corporate Structure)

Indicate whether a multi-institution or multi-campus organization owns, governs, or controls the institution, and if so, provide the name of the organization (if any). A multi-institution or multi-campus organization includes organizations with two or more institutions or campuses.

Non-postsecondary education agencies that govern or control institutions include, but are not limited to, public school districts, art organizations, hospitals and other medical/health organizations.

Do not include:
- coordinating systems
- single institution owner
- single institution corporate name
- single institution governing board
- consortia
- associations
- religious affiliation (requested in control question)

Part B – Organization

Institutional control or affiliation

Indicate the appropriate control or affiliation under which the institution operates. If the institution has a religious affiliation, select the denomination from the list provided in the drop-down box. Public institutions must designate a primary control; identification of a secondary control is optional. If control of the institution differs from the prior year or requires a change, please contact the IPEDS Help Desk at 877.225.2568.

Correct reporting of control or affiliation is KEY to IPEDS reporting. Errors in reporting control or affiliation cause you to receive incorrect survey forms, misrepresents your institution to the public on College Navigator and other search tools that use IPEDS data, and places your institution in incorrect groups in IPEDS publications and on the College Affordability and Transparency Lists. If you do not know the control or affiliation of your institution, please call the Help Desk.

Award levels

Check applicable award levels for all credit programs offered at the institution. Award levels are identified based on duration and/or awards.
- Report using the number of CONTACT or CREDIT hours, as is appropriate to your calendar system (e.g., semester or quarter).
  - References to length of study are the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
    - One academic year equals 900 contact or clock hours of instruction, 30 semester credit hours or its equivalent, or 45 quarter credit hours.
- Award levels 1, 2, and 4 differ by length of programs and refer to completions below the baccalaureate degree. Use the IPEDS designations, not institutionally defined designations, to describe these levels.
- Award levels 3, 5, 7, 17, 18 and 19 indicate degree levels for which the institution is authorized to make formal awards.
- Award levels 6 and 8 indicate certificate levels.
- If you cannot classify an award within the award levels indicated on the screen, check award level 12 (Other) and specify or describe the award in the context box. Because there are few programs that fall under 'Other' please contact the Help Desk if you are considering selecting Level 12.

Calendar system

Indicate the **predominant** calendar system under which the institution operates. If programs are offered on more than one calendar, select the system under which most programs are offered. If there is no predominant calendar system at your institution, select the option that best characterizes your institution.

If your calendar system differs from the prior year or requires a change, please contact the IPEDS Help Desk at 877.225.2568.

Note: Calendar system selection determines reporting in many other IPEDS components. Be sure to choose the calendar system you select accurately represents your institution. Contact the IPEDS Help Desk if you are not sure which calendar system to select.

- **Standard academic terms** (semesters, quarters, trimesters, 4-1-4)
  - Use a **fall cohort** for Graduation Rates.
  - Report tuition and fees and cost information based on a **full academic year**.
  - Report Fall Enrollment using **students enrolled as of October 15, or the official fall reporting date used by the institution**. This fall enrollment cohort will be preloaded into the next year's Student Financial Aid component.
  - For Student Financial Aid, report aid for an **academic year**.
- **Program-by-program or continuous enrollment basis**
  - Use a **full-year cohort** for Graduation Rates.
  - Report tuition and fees and books and supplies information by program for the **entire length of the program**. For living expenses, report costs for **4 weeks (1 month)**. Note: Living expenses are only applicable to institutions with full-time, first-time students and are reported with the largest program.
  - Report Fall Enrollment using **students enrolled in the institution at any time between August 1 and October 31**.
  - For Student Financial Aid, report aid for the **largest program for an academic year**.
- **Hybrid academic calendar** (If you are considering selecting the 'Other academic calendar' option, please contact the Help Desk at 877.225.2568 so they can confirm the appropriateness of this calendar system for your institution.)
  - Use a **full-year cohort** for Graduation Rates.
  - Report Fall Enrollment using **students enrolled in the institution at any time between August 1 and October 31**.
  - Report tuition and fees and cost information based on a **full academic year**.
  - For Student Financial Aid, report aid for an **academic year**.

Student enrollment

Enrollment of full- and part-time students.

Indicate whether your institution enrolls any full-time or part-time students at the levels listed. Include all levels offered, even if there are not any students currently enrolled at that level.

Responses to those categories will determine the screens generated for reporting academic year tuition charges in the Institutional Characteristics survey during the Fall collection and enrollment data in the Fall Enrollment survey during the Spring collection.

- Make sure to check Yes for full-time, first-time degree/certificate-seeking students if applicable, as this determines that your institution will report cost (price) information on Institutional Characteristics screens in Part D and Student Financial Aid information during the Spring collection.

Doctor's - professional practice

Indicate whether your institution offers any of the listed Doctor's - professional practice programs. If your institution offers Doctor's -professional practice programs but does not offer any of the listed programs, indicate no.

GRS cohort question.

- **4-year institutions.** Indicate if your institution had any full-time, first-time undergraduate students enrolled in programs at the baccalaureate level or below in academic year 2006-07. If you indicate Yes, you must report Graduation Rates data in the Spring.
- **Less-than-4-year institutions.** Indicate if your institution had any full-time, first-time degree/certificate-seeking students enrolled in academic year 2009-10. If you check Yes, you must report Graduation Rates data in the Spring.

Part C - Operation

New institutions should indicate whether their institution was in operation during the prior academic year. If the response is 'Yes', they should also indicate the levels that were offered.

Part D - Branch campus

For branch campuses, refer to the instructions on the appropriate screen.

Term	Definition
4-1-4 (calendar system)	The 4-1-4 calendar usually consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional summer session.
Academic program	An instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.
Academic year	The period of time generally extending from September to June; usually equated to 2 semesters or trimesters, 3 quarters, or the period covered by a 4-1-4 calendar system.
Adult basic education	Courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a program leading to a high school credential, nor are they part of any academic, occupational, or vocational program at the postsecondary level.
Associate's degree	An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.
Avocational programs	Instructional programs in personal interest and leisure categories whose expressed intent is not to produce postsecondary credits , nor to lead to a formal award or an academic degree, nor result in occupationally specific skills.
Bachelor's degree	An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a 5-year cooperative (work-study) program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years.
Calendar system	The method by which an institution structures most of its courses for the academic year.
Certificate	A formal award certifying the satisfactory completion of a postsecondary education program.
Cohort	A specific group of students established for tracking purposes.
Contact hour	A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.
Continuing professional education	Programs and courses designed specifically for individuals who have completed a degree in a professional field (such as law, medicine, dentistry, education, or social work) to obtain additional training in their particular field of study.
Continuous basis	A calendar system classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
Control (of institution)	A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).
Credit hour	A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.
Degree	An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.
Differs by program (calendar system)	A calendar system classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the program desired. For example, a school might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Doctor's degree - other	A doctor's degree that does not meet the definition of a doctor's degree - research/scholarship or a doctor's degree - professional practice.
Doctor's degree - professional practice	A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.
Doctor's degree - research/scholarship	A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M and others, as designated by the awarding institution.
Educational offerings	Educational programs offered by postsecondary institutions that are occupational, academic, or continuing professional that qualify as postsecondary education programs OR recreational or avocational, adult basic, remedial instruction, high school equivalency, or high school programs that are not deemed postsecondary.
Fall cohort	The group of students entering in the fall term established for tracking purposes. For the Graduation Rates component, this includes all students who enter an institution as full-time, first-time degree or certificate-seeking undergraduate students during the fall term of a given year.

First-time student (undergraduate)	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).
Full-time student	Undergraduate: A student enrolled for 12 or more semester credits , or 12 or more quarter credits, or 24 or more contact hours a week each term. Graduate: A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution. Doctor's degree - Professional practice - as defined by the institution.
Full-year cohort	The group of students entering at any time during the 12-month period September 1 through August 31 that is established for tracking and reporting Graduation Rate (GR) data for institutions that primarily offer occupational programs of varying lengths. Students must be full-time and first-time to be considered in the cohort.
Graduate student	A student who holds a bachelor's degree or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate programs.
Institutional affiliation	A classification that indicates whether a private not-for-profit institution is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated.
Less than 2-year institution	A postsecondary institution that offers programs of less than 2-years duration below the baccalaureate level. Includes occupational and vocational schools with programs that do not exceed 1800 contact hours .
Levels of offering	Information collected in the Institutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Degree-designated award levels indicate those degree levels for which the institution is authorized to make formal awards. Length of study is the equivalent of the number of full-time academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
Master's degree	An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree. Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as "first-professional", may require more than two full-time equivalent academic years of work.
Occupational program	A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.
Other academic calendar system	Category used to describe "non-traditional" calendar systems at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."
Part-time student	Undergraduate: A student enrolled for either less than 12 semester or quarter credits, or less than 24 contact hours a week each term. Graduate: A student enrolled for less than 9 semester or quarter credits.
Post-master's certificate	An award that requires completion of an organized program of study equivalent to 24 semester credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.
Postbaccalaureate certificate	An award that requires completion of an organized program of study equivalent to 18 semester credit hours beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.
Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years)	An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years , or designed for completion in at least 30 but less than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 900 but less than 1,800 contact or clock hours, by a student enrolled full time.
Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years , or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 1,800 but less than 3,600 contact or clock hours, by a student enrolled full time.
Postsecondary award, certificate, or diploma (less than 1 academic year)	An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester credit hours, or in less than 45 quarter credit hours, or in less than 900 contact or clock hours, by a student enrolled full time.
Private for-profit institution	A private institution in which the individual(s) or agency in control receives compensation other than wages, rent, or other expenses for the assumption of risk.
Private institution	An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or not-for-profit.
Private not-for-profit institution	A private institution in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.

Programs of at least 2 years but less than 4 years	Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including associate's degrees and programs that can be completed in at least 1,800 but less than 3,600 contact hours to obtain a degree, diploma, certificate, or other formal award.
Programs of at least 4 years	Programs designed to be completed in at least 8 semesters or 12 quarters to obtain a degree, diploma, or other formal award. Includes programs resulting in all bachelor's degrees and other baccalaureate level or equivalent degrees, as well as 5-year cooperative programs, and those programs in which the normal 4 years of work are designed to be completed in 3 years.
Programs of less than 2 years	Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 contact hours to obtain a degree, diploma, certificate, or other formal award.
Public institution	An educational institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.
Quarter (calendar system)	A calendar system in which the academic year consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks as defined by the institution. There may be an additional quarter in the summer.
Semester (calendar system)	A calendar system that consists of two sessions called semesters during the academic year with about 15 weeks for each semester of instruction. There may be an additional summer session.
Trimester (calendar system)	An academic year consisting of 3 terms of about 15 weeks each.
Undergraduate	A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.

Integrated Postsecondary Education Data System 2012-13

IC Header

Click one of the following questions to view the answer.

General

1) If my institution offers an award level but currently does not have any students enrolled at that level how should I report?

2) Can I change my Institutional Characteristics Header data during the winter or spring surveys if I made a mistake in the fall?

Answers:

General

1) If my institution offers an award level but currently does not have any students enrolled at that level how should I report?

You should indicate all levels of awards that your institution is authorized to grant.

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2) Can I change my Institutional Characteristics Header data during the winter or spring surveys if I made a mistake in the fall?

It is important to report IC Header data correctly the first time, as changes to this component affect all of the other surveys. If you made an error that impacts your ability to respond appropriately to other components, call the Help Desk at 877-225-2568, and they will change the necessary data. For example, if you indicated that you do not enroll any full-time, first-time students (thus no GRS or SFA surveys are generated), you may correct your answer so that you can complete this survey.

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IC Header less than 2-yr institutions

Edit specifications for the 2012-13 IPEDS Web-Based Data Collection
Institutional Characteristics Header Component
Applicable to less-than-2-year institutions
Note: The specifications in this document apply to the institutions listed above and related administrative offices. Some sections and parts may not apply to your particular institution. Please read the specifications carefully to determine which sections and/or parts apply to your institution.
All screens must be completed in order to lock the survey.

Part A: Educational Offerings
Part B: Organization
Part C: Levels of Enrollment Offered
Part D: Campus Award Levels

Part A: Educational Offerings and System Office

Educational Offerings

On this screen, you are required to indicate the types of instruction/programs offered by your institution. Select all applicable types from the following options:

- Occupational, may lead to a certificate, degree, or other formal award
- Academic, leading to a certificate, degree, or diploma
- Recreational or avocational (leisure) programs
- Adult basic or remedial instruction or high school equivalency
- Secondary (high school)

Note: Responses to this question determine whether or not an institution is part of the IPEDS universe. An institution is part of the IPEDS universe if it offers any of the following types of instruction:

- Occupational
- Academic

If the institution is part of the IPEDS universe, and is eligible to participate in Title IV federal financial aid programs, then completion of this survey is mandatory.

An institution is NOT part of the IPEDS universe if it only offers the following types of instruction:

- Recreational or avocational
- Adult basic or remedial instruction or high school equivalency
- Secondary (high school)

Institutions that only offer these types of instruction are not expected to complete this or any other IPEDS survey. If your institution falls into this category and further assistance is required, please contact the Help Desk.

System Office

You must also indicate whether your institution is part of a multi-institution or multi-campus organization that owns, governs, or controls the institution. You may choose from the following options:

- No, this institution **IS NOT** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.
- Yes, this institution **IS** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution. If yes, specify the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution. Please make sure to spell the name out in the same way as other institutions in your organization.

Note: For existing IPEDS users, this information is preloaded by the system.

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Part B: Organization

Control/affiliation

On this screen you must first indicate the appropriate control or affiliation under which your institution operates.
Note: For existing IPEDS users, this information is preloaded by the system.
You may choose from the following options:

- Public
- Private for-profit
- Private not-for-profit: independent (no religious affiliation)
- Private not-for-profit (religious affiliation)

Public institutions must identify the **Primary control** under which the institution operates from the drop-down menu provided (e.g., State, County, Federal, etc.).
An optional **Secondary control** may also be specified, but this control cannot be the same as the **Primary control**.
Private not-for-profit institutions with a religious affiliation must identify the appropriate affiliation from the drop-down menu provided (e.g., Baptist, Jewish, Wesleyan, etc.).

Award Levels
You must also report information on the award levels offered by your institution.
Available responses include multiple options below the baccalaureate level. Check all applicable award levels for all credit programs offered at the institution.
You may choose from the following options:

Below the Baccalaureate:
- Postsecondary award, certificate, or diploma of less than one academic year
    - less than 900 contact or clock hours, or
    - less than 30 semester or trimester credit hours, or
    - less than 45 quarter credit hours
- Postsecondary award, certificate, or diploma of at least one but less than two academic years
    - at least 900 but less than 1800 contact or clock hours, or
    - at least 30 but less than 60 semester or trimester credit hours, or
    - at least 45 but less than 90 quarter credit hours
- Associate's degree
- Postsecondary award, certificate, or diploma of at least two but less than four academic years
    - 1800 or more contact or clock hours, or
    - 60 or more semester or trimester credit hours, or
    - 90 or more quarter credit hours
- Other

If **Other** is selected, you must specify or describe the award level in the **Context** box provided.
If you have indicated that your institution offers an award level that was not reported in previous years, you will be asked to confirm this new award level.

Calendar System
On this screen you must report the predominant calendar system at the institution. Your response to this question will determine how your institution is expected to report Graduation Rates data during the spring collection.
Note: For existing IPEDS users, this information is preloaded by the system.
You may choose from the following options:

Program Reporting Method
If your institution measures courses primarily by contact hours, or offers primarily occupational programs measured in credit hours, select one of the following **Other calendar systems**:
- Differs by programs
- Continuous basis (every 2 weeks, monthly, or other period)

Note: Selecting either of the above determines that your institution will be required to provide Graduation Rates data based on a FULL YEAR COHORT and student charges data by PROGRAM.

Academic Year Reporting Method
If your institution offers primarily academic programs measured in credit hours, select one of the following **Standard academic terms** below:
- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan

Note: Selecting **Semester**, **Quarter**, **Trimester**, or **4-1-4** determines that your institution will be required to provide Graduation Rates data based on a FALL COHORT and student charges data for a FULL ACADEMIC YEAR. Selecting **Other academic calendar** determines that your institution will be required to provide Graduation Rates data based on a FULL YEAR COHORT and student charges data for a FULL ACADEMIC YEAR.
If your institution's preloaded answer differs from the prior year or requires a change, contact the Help Desk for further assistance.

Student Enrollment
This screen asks about the types of students enrolled at your institution. All levels of enrollment offered by your institution must be reported, even if there are no students currently enrolled at that level.
For each type of student, select **Yes** or **No** to indicate whether your institution offers the specified level of enrollment on a **Full -Time** and/or **Part-time** basis. The student types are as follows:
- Students in academic or occupational programs
- First-time students

The system will perform the following edits on the data entered:
- Either **Yes** or **No** must be selected for each student type.
- You cannot answer **No** to all levels of student enrollment.
- If you indicate that your institution enrolls **First-time students** on a **Full-time** basis, then you must also report that your institution enrolls **Students in academic or occupational programs** on a **Full-time** basis.

- If you indicate that your institution enrolls **First-time students** on a **Part-time** basis, then you must also report that your institution enrolls **Students in academic or occupational programs** on a **Part-time** basis.
- If you reported that your institution enrolled students at any level in the prior year that it does not offer in the current year (or vice versa), you must *explain* the reason for this change.
- If you responded **Yes** to the *Full-time, First-time* question below, then you must report that you enroll **First-time students** on a **Full-time** basis.

Note: Your responses here will determine which screens will be generated for reporting academic year tuition charges, and for reporting Fall Enrollment during the spring collection. Additionally, checking **Yes** for **Full-time, First-time students** determines that your institution must report Student Financial Aid data (during the spring collection) for this cohort.

Full-time, first-time question
In addition, you must respond with **Yes** or **No** to the following question:
- For academic year 2009-10, did your institution enroll any full-time, first-time students?

If no, you must indicate the reason by selecting one or more of the following options:
- This institution did not enroll full-time, first-time (undergraduate) students.
- This institution was not in operation in 2009-2010.

Note: If you reported any full-time, first-time degree/certificate-seeking undergraduates on the 2009-10 Fall Enrollment survey, this information will be preloaded by the system.
The system will perform the following edits on the data entered:
- If you responded **Yes** to this question:
    - you will be required to provide Graduation Rates data for the 2009-10 cohort in the spring collection; <u>and</u>
    - you must indicate that you offer award levels at or below the baccalaureate level on the ***Control and Levels*** screen.
- If the preloaded GRS Cohort from the Enrollment survey is greater than 0, then you are expected to respond **Yes** to this question; and vice versa.

Part C: Levels of Enrollment Offered
Applicable to new institutions ONLY
If you are reporting data for a new institution that has never participated in IPEDS before, you must respond to the following question:
- Was your institution in operation during the academic year 2010-11?

If you responded **Yes** to this question, you must specify the levels of enrollment offered at the institution during the 2010-11 academic year. Select all applicable levels from the following options:
- Undergraduate
- Graduate (not including doctor's professional)

Part D: Campus Award Levels
Applicable to institutions that must report data for campuses
For each campus listed in the **Campus List**, click **Award Levels** to report information on the award levels offered by that campus. Available responses include multiple options at, below, and above the baccalaureate level. Check all applicable award levels for all credit programs offered at the institution.
You may choose from the following options:

Below the Baccalaureate:
- Postsecondary award, certificate, or diploma of less than one academic year
    - less than 900 contact or clock hours, or
    - less than 30 semester or trimester credit hours, or
    - less than 45 quarter credit hours
- Postsecondary award, certificate, or diploma of at least one but less than two academic years
    - at least 900 but less than 1800 contact or clock hours, or
    - at least 30 but less than 60 semester or trimester credit hours, or
    - at least 45 but less than 90 quarter credit hours
- Associate's degree
- Postsecondary award, certificate, or diploma of at least two but less than four academic years
    - 1800 or more contact or clock hours, or
    - 60 or more semester or trimester credit hours, or
    - 90 or more quarter credit hours

Baccalaureate and Above:
- Bachelor's degree or equivalent
- Postbaccalaureate certificate
- Master's degree
- Post-master's certificate

- Doctor's degree - research/scholarship
- Doctor's degree - professional practice
- Doctor's degree - Other
- Other

If **Other** is selected, you must specify or describe the award level in the **Context** box provided.

If you have indicated that your institution offers an award level that was not reported in previous years, you will be asked to *confirm* this new award level.

Full-time, first-time question

In addition, you must respond with **Yes** or **No** to the following question:

- Does your institution enroll Full-time, first-time degree/certificate students?